

# Application for RENEWAL of Hackney Carriage/Private Hire Driver Licence

Town Police Clauses Act 1847 & Local Government (Miscellaneous Provisions) Act 1976

Postal Address: Licensing Department, West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, Devon, PL19 0BZ Telephone: 01822 813600

Email: [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk) Website: [www.westdevon.gov.uk](http://www.westdevon.gov.uk)



West Devon  
Borough  
Council

## DATA PROTECTION

West Devon Borough Council (WDBC) will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of section 57 Local Government Miscellaneous Provisions Act 1976 to assess your application to hold a Hackney Carriage/Private Hire Driver Licence and for the administration of the licensing regime. If your application is successful, your name, licence number, licence status, issue date and expiry date will be made available on a public register. WDBC is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other agencies such as the Police, DVLA, and Home Office if criminal activity is suspected or where we are otherwise required to do so by law. By signing this form you are consenting to the processing of your data by WDBC.

## 1. LICENCE INFORMATION

Badge Number:		Period of Licence:	1 year	3 years
---------------	--	--------------------	--------	---------

## 2. APPLICANT DETAILS

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____				
Surname:					
Forenames:					
Date of birth:		National Insurance No:			
Address:				Postcode:	
Telephone Numbers:					
Email Address					
Has any of the information above changed since your last application? <i>If YES, please provide details below</i>			YES	NO	

## 3. PREVIOUS LICENCES

Have you previously held a Hackney Carriage / Private Hire Driver or Vehicle Licence? <i>If YES, please provide details below</i>	YES	NO
Have you ever had a Hackney Carriage / Private Hire Driver or Vehicle Licence refused, suspended or revoked? <i>If YES, please provide details below</i>	YES	NO

4. EMPLOYMENT DETAILS	
Company Name:	
Address:	
	Postcode: <input type="text"/>
Telephone Numbers:	
If you are working part time or not currently working as a Hackney Carriage/Private Hire Driver please confirm what your other occupation is:	

5. TAX CHECK CODE	
From 4 <sup>th</sup> April 2022 you must provide us with a 9-character tax code from HMRC and company number (if applicable) in order to renew your licence. Please be aware that your licence cannot be renewed if this information is not provided.	
Tax Code:	Company Number:
<input type="text"/>	<input type="text"/>

6. MEDICAL INFORMATION		
During the last 3 years have you suffered from any illness or injury which has affected your ability to drive? <i>If YES, please provide details below</i>	YES	NO
Have you EVER suffered from a medical condition or disability that is likely to interfere with the efficient discharge of your duties as a driver, or to cause you to be a source of danger to the public when driving either now or in the future?	YES	NO

7. DECLARATION OF CONVICTIONS					
When submitting an application for a Hackney Carriage / Private Hire Driver Licence, you are required to declare <b>ALL</b> convictions and cautions you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2002. <b>ANY</b> spent convictions must be disclosed. Have you ever had any:					
Convictions:	YES	NO	Fixed Penalties	YES	NO
Cautions:	YES	NO	Motoring Offences	YES	NO
Civil Penalties:	YES	NO	Immigration Offences	YES	NO
Are you currently on bail or subject of any outstanding charge or summons?				YES	NO
<b>If YES to ANY of the above, please provide details below:</b>					

## 8. PAYMENT INFORMATION

Payments can be made through our website at [www.westdevon.gov.uk](http://www.westdevon.gov.uk) or by calling 01822 813600.  
**Licence fee for 1 year is £110 and 3 years is £281.**

Receipt No:

Date Paid:

## 9. DECLARATION AND SIGNATURE

Your right to work in the UK will be checked as part of your licensing application. This could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at [www.gov.uk/government/collections/immigration-bill-2015-16](http://www.gov.uk/government/collections/immigration-bill-2015-16). You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. You will need to bring in the document in person – you cannot ask another person to do this on your behalf. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

Following receipt of my enhanced DBS certificate I confirm that I will sign up to the DBS Update Service and authorise West Devon Borough Council to carry out a DBS status check at any time during the period of the licence. If my Update Service subscription lapses or there has been a change to my DBS status since the previous check, I understand that it will be necessary for another enhanced DBS check to be undertaken at my own cost. I understand that my licence may be suspended during this time.

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.

I hereby certify that to the best of my knowledge and belief the information I have given is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that West Devon Borough Council reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government Miscellaneous Provisions Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Hackney Carriage / Private Hire Driver Licence issued to me as shown above, remains the property of South Hams District Council, is held on loan by me, and must be returned to the council on demand. I undertake to return the badge within 7 days after revocation, expiry or suspension of my licence under Section 60 of The Local Government (Miscellaneous Provisions) Act 1976 and The Town Police Clauses Act 1847 whether or not any demand is made by the council.

I confirm that I have read any guidance supplied by WDBC, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature:

Date: